

15 APRIL 1995

Operations

***SUSTAINMENT OF AIR FORCE/HQ AFSOC
ROTATIONAL TASKINGS***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the Hurlburt Field WWW site at: <http://www.hurlburt.af.mil/library>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: 16 MSS/DPMD (SMSgt Bob Phillips)

Certified by: 16 MSS/DPM (Maj Rothwell)

Pages: 2

Distribution: F

This instruction implements Air Force Policy Directive 10-2, *Readiness*, and establishes wing guidelines for filling Air Force and HQ AFSOC rotational taskings.

1. MISSION/UNIT SPECIFIC TASKINGS :

1.1. If a tasking is mission/unit specific, the Personnel Readiness Unit (PRU), will send the tasking directly to the unit commander through the group commander. The Unit Deployment Manager (UDM) and unit commander will determine if they have the resources to fill the tasking.

1.2. If the tasking can be supported, the UDM forwards the name to PRU as soon as possible, but NLT 45 days prior to Date Required In-place (DRI). If an official passport is required, submit the name to PRU NLT 60 days prior to DRI. On requirements received 60 days or less prior to DRI, the suspense for submitting a name will be established on the tasking letter.

1.3. If the tasking cannot be supported, the guidelines outlined in paragraph **3.** will be followed.

2. NON-MISSION/UNIT SPECIFIC TASKINGS:

2.1. If a tasking is not mission/unit specific, PRU will determine the base-level functional manager for the tasked Air Force Specialty Code (AFSC)/Unit Type Code (UTC). PRU sends the tasking to the functional manager, who in turn, determines which unit will fill the tasking. The tasking will be sent to the selected unit commander through the group commander. After the UDM and unit commander decide who will fill the tasking, it will be sent back through the functional manager to PRU, remaining within the same time constraints outlined in paragraph **1.2.** In order to ensure each unit is tasked fairly, functional managers have the exclusive right to cross group boundaries to fill a tasking. If this action is taken, coordinate with the appropriate unit and group commander. Functional managers must keep PRU informed during each step of the fill process.

2.2. If the tasking cannot be supported, the guidelines outlined in paragraph **3.** will be followed.

3. RECLAMA ACTIONS:

3.1. If a tasking cannot be supported, immediately reclama the tasking. The UDM will send the reclama request through the functional manager and group commander to the PRU, or directly to PRU, depending on how the tasking was sent to the UDM.

3.2. The format for a reclama request will include the following:

3.2.1. Name or Plan Identification, Unit Line Number, DRI, and AFSC

3.2.2. Authorized and assigned manning

3.2.3. Number of personnel available for deployment (identify ineligible)

3.2.4. Justification for shortfall

3.2.5. Mission degradation statement (if applicable)

3.2.6. Point of contact and duty phone

3.3. Reclama letters must be submitted as soon as possible, but NLT the following guidelines:

3.3.1. Requirements received six months in advance of DRI, submit NLT 3 1/2 months from DRI

3.3.2. Requirements received 80 days from DRI, submit NLT 73 days from DRI

3.3.3. Requirements received 45 days from DRI, submit within seven calendar days from receipt of requirement

3.3.4. Requirements received 30 days or less from DRI, reclama suspense will be established on the tasking letter

JEFFERY A. WESTBERG, Lt Col, USAF
Commander, 16th Mission Support Squadron